

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Buyer	Job Family: II
General Classification: Professional	Job Grade: 14

Definition: To perform a wide variety of journey-level duties in the procurement of goods, services, supplies, materials and equipment required by the City.

Supervision Received and Exercised: Receives general supervision from the Purchasing Manager. Exercises functional supervision over clerical personnel, as assigned.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Initiate and direct processing requisitions and purchase orders in response to requests from all City departments and projects; and consult with user departments in developing detailed specifications and contracts.
2. Determine the proper source of supply for items requested; review and analyze new items on the market and establish new sources of supply; maintain lists and information materials on all such sources.
3. Assign purchase order numbers and verify fund availability; maintain records pertaining to all requests and purchases; issue purchase orders to appropriate vendors and obtain verification of goods and services received.
4. Maintain close contact with all departments and projects to ensure the most efficient fulfillment of their purchasing needs.
5. Analyze, edit and maintain current specifications for the purchase of a wide variety of commodities and services needed in the City; develop and award bids for open purchase orders.
6. Maintain contact with a wide variety of vendors as required by departmental and project purchasing needs; negotiate with vendors and ensure that the City secures maximum quality of product and service from them; represent the City in this function and maintain effective liaison with outside contacts.
7. Prepare letters of recommendation on formal bids, awards, change orders, correspondence and reports related to purchasing systems.

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8. Supervise support staff and participate in special functions related to inventory and other matters related to the position's responsibilities, as assigned.
9. Act for the Purchasing Manager and in the absence of the Manager execute purchase orders; sign and approve confirming purchase orders and assume responsibility for other activities in order to ensure expeditious processing of purchasing requests.
10. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Standard principles and practices of effective purchasing; methods and practices used in competitive bidding; modern office procedures, methods and equipment; English usage, spelling, grammar and punctuation; standard business mathematics; applicable City ordinances and codes related to purchasing practices; practices and policies of the Purchasing Division; current market conditions and sources of supplies and services; and characteristics and quantities of the services, supplies, equipment and materials required by the City.

Ability to: Operate standard office equipment including a ten-key calculator, computer and related software applications; communicate clearly and concisely, both orally and in writing; follow oral and written instructions in an independent manner; establish and maintain effective working relationships with those contacted in the course of work; prepare technical specifications; interpret and apply City purchasing policies and procedures; evaluate and award bids within level of established authority; identify and procure appropriate types and quantities of services, supplies, equipment and materials required by the City; and perform the full range of assigned buying duties under minimal supervision.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of experience performing increasingly responsible buying activities. Training equivalent to completion of two years of college with some college course work in public administration, business administration, purchasing or a related field; completion of any two of the four test modules for the designation of Certified Purchasing Manager is desirable.

Required Licenses or Certificates: Possession of a valid California Class C driver's license.

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Established October 1991

Revised

CLASS SPECS

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